

Department of Education
Driver Education Reimbursement Report

EDUCATION DATA NETWORK (EDN) - Electronic Filing

Go to http://www.michigan.gov/mde/0,1607,7-140-5235_5856_6060-16530--,00.html

Click on: **2001-2002 Driver Education Reimbursement Form (SM-4339).** *Print it.*
This is the worksheet for compiling information to submit for reimbursement electronically. **Do not mail this form to the department.** Even though this is only a worksheet, it is similar to the report that you will file electronically over the EDN.

Click on: **2001-2002 Form Instructions.** *Print it.*
These are the instructions for completing the worksheet.

Work with the driver education coordinator and business manager to get the information needed to submit the report.

Once you have entered all of the information through EDN, and the totals are calculated, be sure to release the information to the department by certifying the completion process.

This year, the only way of accessing the EDN requires the use of an Internet Explorer browser. For information on how to access EDN, go to:

<http://www.michigan.gov/cepi/0,1607,7-113-986-49618--,00.html>

If you have any questions or encounter any problems, please contact the MDE Help Desk at (517) 335-0505 or by email at Help-Desk@michigan.gov

The Driver Education report is NOT submitted using MEIS.

Once you are properly connected to the EDN, you have READ-ONLY access. You will need to have a password to submit the report. Passwords are issued through each school's ISD. Each user SHOULD have own, personal password. To check on your school district's EDN access, and determine who currently has an EDN password, in EDN go to the ACTIVITIES MENU, (B) PASSWORD MANAGEMENT, (B) DISPLAY EDN ACCOUNT I.D.'S, and enter district code. If you enter your ISD code instead of your district code, the screen will list your ISD password manager with email address. Contact this person to get or activate an EDN password.

If you have any questions with regards to submitting the driver education report, please contact:

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